

This Notice revises paragraph 1 of Notice 1-68. Paragraph 2 and 3 are unchanged. The attachment to No. 1-68 should be made a part of this new Notice.

OFFICE OF TRAINING

NOTICE
No. 5-68

16 February 1968

SUBJECT : High-Level Guest Speakers in OTR Courses

RECISSION: Notice No. 1-68, Same Subject

1. Invitations

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a. Any qualified Agency employee may be invited to appear as a guest speaker at OTR-sponsored courses. Responsibility for inviting guest speakers rests with the School Chiefs and [REDACTED] as appropriate. Invitations should come from the Chief Instructor of each course or at a higher level if the School Chief or [REDACTED] so decides. Either the DDTR or the DTR may be called on occasionally to make the initial contact with a proposed high-level guest speaker if circumstances seem to warrant that this channel be used.

b. All invitations to a Deputy Director or higher Agency official will be in writing. The appropriate School Chief or [REDACTED] will prepare a memorandum to the senior official for the signature of the Director of Training. The requesting memorandum will include areas to be covered by the speaker and a background summary of students in the class (GS grades, breakdown by directorates and any other pertinent characteristics of the group). Prior to the above action, however, a preliminary invitation may be made by telephone. Normally, this is accomplished by calling an appropriate subordinate in the senior official's immediate office.

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c. Appropriate courtesies will be extended to all high-level guest speakers. When the Director or the DDCI visits any OTR course either at Headquarters or Glebe Road, the DTR or the DDTR will escort him to the classroom. Likewise, the DTR or the DDTR will normally welcome the Executive Director or any Deputy Director who makes a guest appearance at the Glebe Road building. Whenever possible, School Chiefs will arrange to greet other high-level guest speakers and introduce them to the classes.

2. Planning and Reporting

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a. Each School [REDACTED] will keep a central roster of all schedules or prospective high-level guest speakers who are slated to appear at courses managed by that school. This information is for the use of each school and should be projected for six months. See the attachment to this Notice for the identification of guest speakers in the "high level" category. Lists will include the speaker's name, name of the course in which he will speak, and the date or approximate date of his appearance.

b. Each School [REDACTED] will submit a monthly list of high-level guest speakers to the DTR via the Registrar by the 25th of each month which includes all high-level speakers scheduled to appear during the following month. The first report was submitted 25 January 1968.

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c. A high-level speaker forecast for the first six months of 1968 has already been submitted by the Schools [REDACTED]. By the 20th of May 1968 and each six months thereafter, each School [REDACTED] will submit additional six-month forecasts of high-level guest speakers to the DTR via the Registrar. Information to be included parallels what is called for in the last sentence of paragraph 2 a above. The next forecast is for the period July-December 1968.

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d. The Registrar will prepare a consolidated six-month speaker forecast for the DTR based on information submitted by the Schools [REDACTED]. The Registrar will also review the monthly lists and report any significant trends to the DTR.

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e. Potential problems created by the duplicate scheduling or excessive use of any one guest speaker will be minimized by continuous coordination between the School Chiefs. School Chiefs should be aware of possible problem areas. Close coordination will enhance this awareness and will provide an opportunity to solve any speaker-use problems before they become acute.

3. Record Keeping

a. The Registrar will keep a list of high level speakers after the fact. Information will be extracted from each end of course report and will include statistics from 2 January 1968 onward. School Chiefs [REDACTED] will ensure that each end of course report reflects the actual speakers at that course.

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b. Information to be recorded by the Registrar is: Name of speaker, his official position, name of course at which he spoke, and the date of his presentation.

c. These statistics will be kept by fiscal year. Records for the previous fiscal year will be destroyed six months after the end of the fiscal year.

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[REDACTED]
John Richardson
Director of Training

Distribution:
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